



## **XAVIER UNIVERSITY**

### **Policy on User Accounts**

**Effective:** 6/1/2014

**Last Updated:** 5/28/2014

**Responsible University Office:** Information Technologies

**Responsible Executive:** Associate Provost and Chief Information Officer

**Scope:** Faculty, Staff, Students, and Alumni

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#### **A. REASON FOR POLICY**

This policy specifies eligibility for user email and computer accounts for students, faculty, and staff at Xavier University, and describes the processes for creation and deletion of user email and computer accounts.

#### **B. POLICY**

##### **Students**

Traditional undergraduates become eligible for a Xavier student user account with email upon matriculation/deposit. Most accounts are actually created when the students attend Xavier's Priority Registration Experience Program (PREP) in May and June.

Graduate and non-traditional students become eligible for a Xavier student user account upon admittance to Xavier.

Student accounts remain active while the student remains registered for courses with the University or is on approved leave of absence through the Office of the Registrar.

In the case of students who have not attended classes in some time (e.g., they have not graduated; are not registered for courses; have not officially withdrawn; have not gone on approved leave of absence), their accounts will be deactivated and deleted one year after they last attended classes at Xavier.

In the case of students who have graduated, their accounts are moved to Alumni status and will continue to have access to their Office365 email account.

##### **Faculty and Staff**

In most cases, Xavier user account with email is created when the letter of offer of employment is signed and returned to Human Resources.

Faculty and staff accounts are deactivated after last date of employment and deleted after ninety days. Exceptions to this rule must be submitted to the Provost's office and/or Human Resources for approval.

Retirees may retain their email accounts if requested.

### **Alumni**

Alumni will retain access to their email account following graduation. No user accounts currently exist for alumni that graduated prior to 2014.

### **Others**

There is a small group of users who are "special" account users. These are account holders who are not faculty, staff, or students at Xavier but who are granted user accounts on an as-needed basis. Examples include members of the Board of Trustees, and certain contractors and affiliates. These individuals need a sponsor to request access on their behalf.

**Deactivated/deleted** accounts will be reactivated if the student, faculty or staff member returns to an active role within Xavier. The original content will not be restored.

### **CONTACTING XAVIER**

Please contact the Division of Information Resources' Policy and Security Committee at [irpsc@xavier.edu](mailto:irpsc@xavier.edu) with any questions about this policy.

### **REVIEW CYCLE**

This policy will be periodically reviewed and updated as appropriate.

## **C. HISTORY**

Include information about previous policy versions or whether this policy replaces an existing policy.

Adopted by the Division of Information Resources' Policy and Security Committee: 1-7-2009

Reviewed and approved by the Information Resources Leadership Team: 1-20-2009

Reviewed and approved by the CIO: 2-13-2009

Reviewed by the University Technology Committee: 2-23-2009

Reviewed by the Academic Technology Committee: 2-27-2009

Placed on the MyXU portal for review and comment by the Xavier community: March 2009

Reviewed and approved by the President's Cabinet: 3-2-2010

Updated to include Alumni email accounts: 5/28/2014